



## Adolescent Pregnancy Prevention Program

# New Grantee Orientation Webinar

## Title V Competitive Sexual Risk Avoidance Education Program



**Friday October 30, 2020  
3:00 – 4:30 p.m. EST**

# Welcome and Congratulations!



**Elizabeth Darling**  
**Commissioner, ACYF**  
**Acting Associate Commissioner, FYSB**





# Welcome and Congratulations!

**Remarks: Commissioner Elizabeth Darling**



**FYSB**

Family & Youth  
Services Bureau

Adolescent Pregnancy  
Prevention Program



**FYSB** Family & Youth  
Services Bureau

**Adolescent Pregnancy  
Prevention Program**

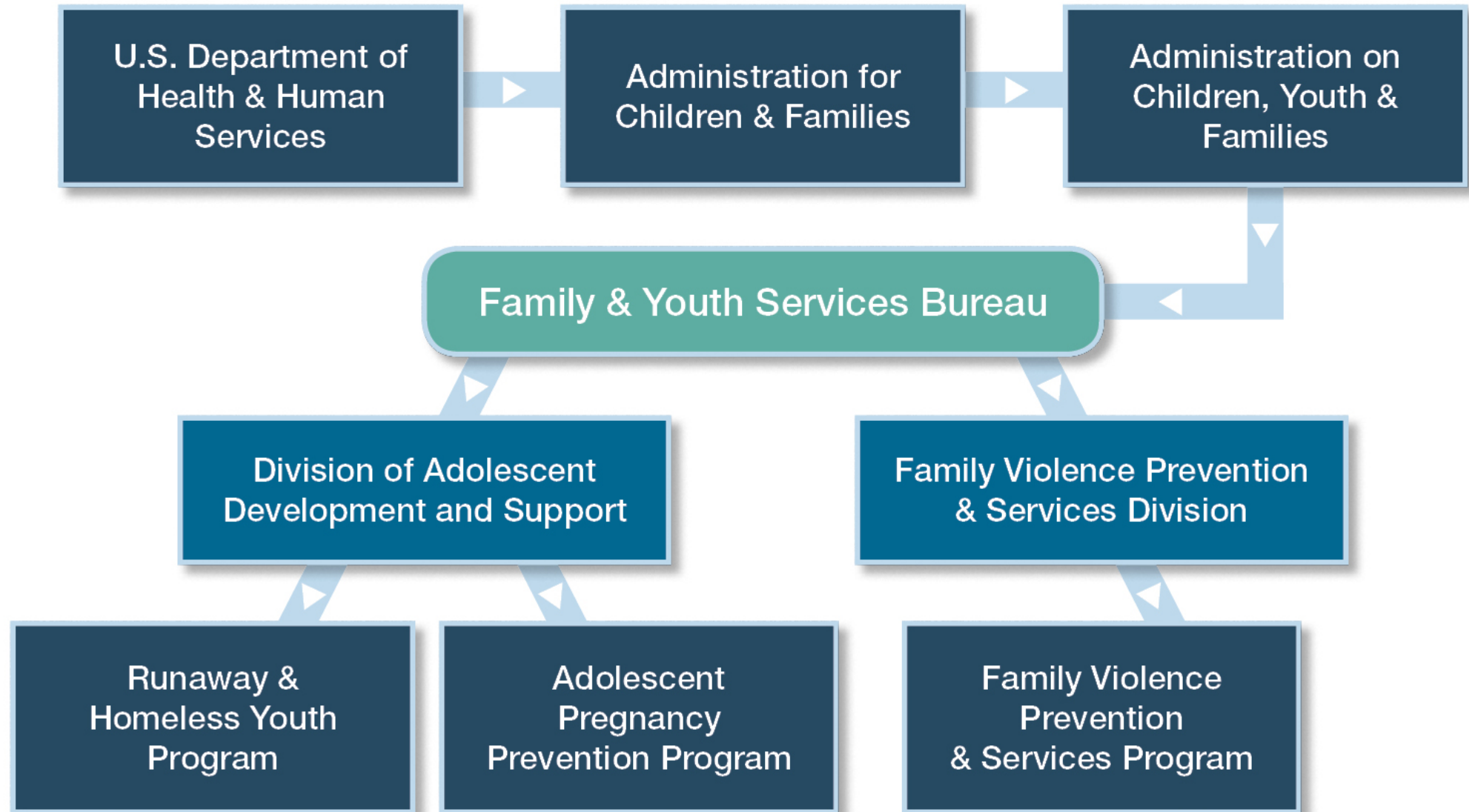
# Today's Agenda

- Welcoming Remarks: Elizabeth Darling, Commissioner, ACYF  
Acting Associate Commissioner, FYSB
- Overview of the Family and Youth Services Bureau (FYSB) and Adolescent Pregnancy Prevention (APP) Program
- Title V Competitive Sexual Risk Avoidance Education (CSRAE) Program Purpose and Requirements
- Performance Measures and Evaluation
- Technical Assistance, Websites and Other Resources
- HHS-ACF Office of Grants Management
- Questions and Answers
- Closing Remarks

# **FYSB and APP Program Overview**

**Presenter:**  
**Letitia Winston, Program Specialist**

# Family and Youth Services Bureau (FYSB)



# APP Program Office





# APP Program Staff



Debbie Powell,  
Deputy Associate  
Commissioner



Resa Matthew, PhD, MPH  
Director



Vernae Martin, MBA  
Program Manager



LeBretia White, MSW,  
LMSW  
Program Manager



Latonia Coryatt, MPH, CHES  
Program Specialist



Jessica Johnson, PhD, MA  
Management Analyst



Tanya Matthews, MEd  
Management Analyst



Patrice D. Moss, MPH  
Program Specialist



Alexandria Washington, PhD  
Program Specialist



Letitia Winston, Med, NCC  
Program Specialist



Christine Zakhour, MPH  
Management Analyst



Tarsheka Thompson (CTR)  
Executive Assistant



Owen Burns (CTR)  
Communications Manager

# APP Project Officer Roles and Responsibilities

**Project Officers are the primary contact for all programmatic matters associated with the grant**

- Program modifications or changes in project scope
- Budget revisions
- Changes in key staff positions
- Program progress reports
- Monitoring and site visits
- Technical assistance



# Administration of SRAE Programs

**Sexual Risk Avoidance Education** programs support state and community organizations implementing sexual risk avoidance education that exclusively teaches youth how to voluntarily refrain from non-marital sexual activity, empower youth to make healthy decisions and provide tools and resources to prevent youth engagement in other risky behaviors.

- GD-SRAE
- Title V State SRAE
- Title V Competitive SRAE

**SRAE education must ensure that the unambiguous and primary emphasis and context for each topic is a message to youth that normalizes the optimal health behavior of avoiding non-marital sexual activity.**



# SRAE Grant Awards

| Funding Streams   | # of Grantees  | FY2020 Award Total |
|---|--|--------------------|
| Title V State Sexual Risk Avoidance Education                 | 37   | \$45.69 million    |
| Title V Competitive Sexual Risk Avoidance Education           | 34 (28 New Awards and 6 Continuation)                      | \$11.8 million     |
| Sexual Risk Avoidance Education (General Departmental Funded) | 103 (51 New Awards, 30 Continuation, and 22 FY2019 Grants) | \$34.4 million     |

# Site Monitoring & Visits

## Objectives:

- Ensure the project is in compliance with the Terms and Conditions and the authorizing legislation;
- Discuss the project's development and observe the project during implementation; and
- Provide programmatic, financial, and evaluative guidance and ascertain technical assistance areas.

Grantees will be provided advance notification regarding scheduling of site monitoring/visits.

# Contracts



SRA Training and Technical Assistance



SRA Performance Analysis Study (PAS)

**MATHEMATICA**  
Policy Research

SRA National Evaluation



Logistical Support and Medical Accuracy Review

# Title V Competitive SRAE (CSRAE) Program Purpose and Requirements



# **Title V Sexual Risk Avoidance Education Legislative Authority**

The Title V SRAE Program is authorized and funded by Section 510 of the Social Security Act (42 U.S.C. § 710), as amended by Section 50502 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123) and extended by Section 3821 of the CARES Act, 2020 (Pub. L. No. 116-136).

## Title V Competitive SRAE (CSRAE)

**Purpose:** Fund projects to implement education exclusively, on sexual risk avoidance. Grantees are expected to implement sexual risk avoidance education that normalizes the optimal health behavior of avoiding non-marital sexual activity.

FY 2020 eligible applicants are organizations and entities, including faith-based organizations or consortia in the following states and territories: California, Connecticut, Delaware, Illinois, Kansas, Maine, New Hampshire, North Carolina, North Dakota, Rhode Island, Vermont, Washington, Wyoming, American Samoa, District of Columbia, Marshall Islands, Northern Mariana Islands, Palau and U.S. Virgin Islands



# Title V CSRAE Goal and Objectives

**Goal:** Provide messages to youth that normalize the optimal health behavior of avoiding non-marital sexual activity.

**Objectives:**

- Implement curricula that includes medically accurate information referenced in peer-reviewed publications by educational, scientific, governmental, or health organizations.
- Select sexual risk avoidance curricula and/or strategies with an evidence-based approach to integrate research findings with practical implementation that aligns with the needs and desired outcomes of the targeted audience of youth.
- Teach risk avoidance skills through methods that do not normalize teen sexual activity.
- Must teach each of the topics A-F as outlined in the Title V SRAE legislation.
- Target youth ages 10 to 19.

# Program Requirements

1. Medically Accurate and Culturally and Age Appropriate
2. Evidence-Informed Interventions and Strategies
3. Positive Youth Development Approach
4. Key Implementation Topics
5. Curriculum Fit and Selection
6. Fidelity
7. Performance Progress Reports
8. Post Award Activities

# Medically Accurate Materials and Culturally and Age Appropriate Approach

- **Medically Accurate:** Information that is verified or supported by the weight of research conducted in compliance with accepted scientific methods and published in peer-reviewed journals, where applicable or comprise information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete.
- **Age Appropriate:** Information that is not suitable (in terms of topics messages and teaching method) to the development and social maturity of the particular age or group of children or adolescents based on developing cognitive emotional and behavioral capacity typical for the age or age group. (Section 510 of the Social Security Act 42 U.S.C. 710)

# Evidence-Informed Interventions and Strategies

Selected interventions must have **evidence of effectiveness** with the target populations or be promising practices, and adhere to the following requirements:

- Interventions and/or strategies selected must be medically accurate and complete, age-appropriate with regard to the developmental stage of the intended audience, and
- Interventions must be culturally appropriate, recognizing the experiences of youth from diverse communities, backgrounds, and experiences.

# Key Implementation Topics

Title V CSRAE projects must address each of the A-F topics below:

- A. The **holistic individual** and societal benefits associated with **personal responsibility, self-regulation, goal setting, healthy decision-making**, and a focus on the future.
- B. The advantage of **refraining from non-marital sexual activity** in order to improve the future prospects, and physical and emotional health of youth.
- C. The increased likelihood of avoiding poverty when youth **attain self-sufficiency** and emotional maturity before engaging in sexual activity.
- D. The foundational components of **healthy relationships** and their impact on the formation of **healthy marriages and safe and stable families**.
- E. How other youth **risk behaviors**, such as drug and alcohol usage, increase the risk for teen sex.
- F. How to **resist** and **avoid**, and **receive help** regarding sexual coercion and dating violence, recognizing that even with consent teen sex remains a youth risk behavior.

# Positive Youth Development (PYD) Framework

Title V Competitive SRAE programs must include PYD as part of any risk avoidance strategies to help participants build healthy life skills and protective factors that mitigate the impact of past and future negative factors, empower participants to make healthy decisions, provide tools and resources to prevent pregnancy and STIs, and prevent youth engagement in other risky behaviors.

# Curriculum Fit and Selection

- **Age-appropriate** with regard to the developmental stage of the intended audience, culturally appropriate, and linguistically appropriate.
- Exclusive purpose of **teaching sexual risk avoidance** and the **benefits associated** with self-regulation, success sequencing for poverty prevention, healthy relationships, goal setting, resisting sexual coercion, dating violence, and other youth risk behaviors such as underage drinking or illicit drug use without normalizing teen sexual activity
- Interventions, materials, and curricula **must not** promote or encourage sexual activity outside of marriage.
- Curricula and any related materials must be in accordance with 45 CFR § 87.3, **Equal Treatment for Faith-Based Organizations**.



# Fidelity

Implement strategies to ensure program is implemented without compromising the core elements of the curriculum that have been identified as essential for achieving program effectiveness.



# Referrals to Healthcare and Other Services

Title V CSRAE programs may only provide education to youth on sexual risk avoidance. Funds may not be used to provide separate services, such as health care, educational, career development, or counseling services (e.g., substance abuse, including alcohol, tobacco cessation, mental health issues, and intimate partner violence).

As needs are identified, grantees should provide referrals for necessary services, but may not pay for the services themselves with ACF funding.

# Performance Progress Reports (PPR)

- Program Progress Reports are due semi-annually
- Submit reports to the *Grant Notes* via GrantSolutions:
- PPRs are due 30 days after end of period
- For project period 9/30/2020 to 9/29/2021
  - 1st Report: **Due 4/30/2021** (covers 9/30/2020 to 3/31/2021)
  - 2nd Report: **Due 10/31/2021** (covers 4/1/2021 to 9/29/2021)

# Performance Progress Reports

Program Indicators include:

- Major activities and accomplishments during this period
- Challenges
- Significant findings and observations
- Organizational issues
- TA and training updates
- Activities planned for next reporting period

# Post-Award Activities

- Initiate full program; functioning within 90 days of award.
- Train facilitators/educators in the program model or elements of the program model by professionals who can provide follow-up technical assistance to facilitators.
- Register and support attendance of at least two key staff persons to the 3-day Adolescent Pregnancy Prevention (APP) Program Grantee Conference to be held in person or virtually in May 2021 and two topical training sessions offered each year of the project period.
- Participate in Cluster Calls

## Post-Award Activities (Cont.'d)

- Collect and report on Office of Management and Budget-approved federal SRAE performance measures.
- Submit PPR and other required reports during the 24-month project period/ two 12-month budget periods, to include a non-competing continuation application.
- Have sub-recipient agreements in place within 30 days of grant award.
  - Policies that ensure compliance with civil rights laws including federal laws protecting religious freedom.
- Have a plan to monitor sub-recipient claims, address them seriously, and document their corrective action(s).

# Performance Measures and Evaluation



# ***SRAE Performance Measures***

October 30, 2020

Olivia Ashley Public Strategies

# PURPOSE OF PERFORMANCE MEASURES

- Monitor program implementation and progress
- Provide timely feedback to grantees for ongoing program improvement
- Report to FYSB, ACF, and HHS leadership





# BENEFITS OF PERFORMANCE MEASURES TO GRANTEES

- Arm grantees with data to share with stakeholders
- Facilitate monitoring and continuous quality improvement
  - Monitor progress toward program goals
  - Identify training and technical assistance needs
- Provide data to advocate for continued/additional funding and sustainability



| Performance management  | Evaluation   |
|---|--|
| <u>Inputs</u> : Resources that make the program possible (e.g., funding, staffing, curricula)   | <u>Impacts</u> : Difference in status of participants from what it would have been <i>in the absence of services</i> (establishes causal relationship) |
| <u>Outputs</u> : Direct, tangible results of program activities (e.g., number of participants, number of hours of programming provided) |  |
| <u>Outcomes</u> : Status of participants after services (e.g., perceptions of the program's influence on whether to abstain from sex)   |  |

## THREE CATEGORIES OF PERFORMANCE MEASURES

1. Attendance, reach, and dosage
2. Structure, cost, and support for program implementation
3. Participant characteristics, behaviors, perceptions of program effects, and program experiences

## MIDDLE SCHOOL AND HIGH SCHOOL PARTICIPANT ENTRY AND EXIT SURVEYS

- SRAE grantees will collect data from middle school youth (6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grades) and high school or older youth (9<sup>th</sup> grade or older).
- The middle school surveys include a subset of the high school youth survey items.

# PERFORMANCE MEASURES DATA SUBMISSION SUMMARY

| Measures   | Frequency of submission | Period covered by data   | First submission window for new SRAE grantees |
|--|-------------------------|--|---|
| Attendance, reach, and dosage  | Biannually              | Six months (except first round, which will be October through December 2020) | January 14 - February 25, 2021                |
| Participant characteristics, behaviors, perceptions of program effects, and program experiences (entry and exit survey data) | Biannually              | Six months (except first round, which will be October through December 2020) | January 14 - February 25, 2021                |
| Structure, cost, and support for program implementation  | Annually                | Federal grant year (e.g., October 2020 through September 2021)               | July/August 2021                              |



## SELECTED UPCOMING TECHNICAL ASSISTANCE EVENTS

| Event        | Timeline                               |  |
|--------------|--|--|
| Webinar      | November 19, 2020<br>(3-4:30 p.m. EST) | Introduction to SRAE performance measures for new SRAE grantees, staff, and evaluators |
| Webinar      | December 3, 2020<br>(3–4:30 p.m. EST)  | SRAE Performance measures survey data cleaning in preparation for submission           |
| Office hours | December 15, 2020<br>(3–4:30 p.m. EST) | Reviewing and uploading survey data (for evaluators and data submission staff)         |
| Webinar      | January 14, 2021<br>(3–4:30 p.m. EST)  | Submitting data to the SRAE Performance Measures Portal                                |

## RESOURCES AND ADDITIONAL INFORMATION

- Additional information about the SRAE performance measures is available at [www.sraepas.com](http://www.sraepas.com).
- For further support, contact Public Strategies at [SRAEperformancemeasures@publicstrategies.com](mailto:SRAEperformancemeasures@publicstrategies.com) or call toll-free 833-797-0166.



**SRAENE**

Sexual Risk Avoidance Education  
National Evaluation

# Extending the SRAE Learning Agenda: The National Evaluation

Susan Zief and Heather Zaveri  
*Mathematica*

October 2020



Mathematica



Public  
Strategies



**SRAENE**

Sexual Risk Avoidance Education  
**National Evaluation**

# What Will the National Evaluation Do?



# Primary Activities and Themes

- Integrate three project activities
  - National Descriptive Study (NDS)
  - Program Components Impact Study (CIS)
  - Data and Evaluation Support (DES)
- Produce action-oriented evidence
- Engage grantees, experts, and stakeholders
- Uphold ACF's evaluation priorities
  - Rigor, relevance, transparency, independence, ethics



# The National Descriptive Study Will “Tell the Story” of SRAE Programming

- Describe program design plans across all grantees—Early Implementation Study (survey conducted summer 2020)
- Understand program implementation experiences and lessons learned across all grantees—Nationwide Study (2021)
- Examine relationships between program implementation and outcomes across all grantees—Nationwide Study (2022)
- Conduct case studies of select grantees and programs—In-Depth Case Studies (2022)

# Program Components Impact Study (CIS): Refining components most crucial for success

- Met with stakeholders and program experts to identify components of greatest interest
- Identify which component(s) are most relevant to the field and more amenable to change
- Evaluate the implementation and outcomes of selected component(s)
- Provide SRAE programs with evidence-based strategies they can use to improve their programming



# We will take a “deep dive” on facilitation

- This approach addresses a strong priority from the field; stakeholders consistently identified this component as an area of study interest
- The evidence base does not address facilitation within the context of SRAE programs; we can address a key knowledge gap
- There are potentially several interesting research questions due to the complexity of the topic
- This is a core component across all SRAE programs, therefore yielding the greatest benefit to SRAE programs

# Data and Evaluation Support (DES)

## Local Evaluation Support

- Goal: support grantees in conducting high-quality descriptive and impact evaluations
- Audience: grantees conducting local evaluations
- Example topics
  - Evaluation design
  - Measures
  - Data collection
  - Analysis and reporting
- Example activities: individualized support, document review, conference calls, webinars

# Data Capacity Building

- Goal: support grantees in using data and research to improve SRAE programming and outcomes for youth
- Audience: all grantees
- Example topics
  - Introduction to evaluation
  - Logic models
  - Continuous quality improvement
  - Measuring program costs
  - Data collection and storage
- Example activities: training sessions, resource documents, toolkits, webinars

# For More Information

Project e-mail address

[SRAETA@mathematica-mpr.com](mailto:SRAETA@mathematica-mpr.com)

Project website

[www.SRAENE.com](http://www.SRAENE.com)



# SRAE Training and Technical Assistance

Jerry Regier, Project Director  
Public Strategies  
Presented: October 2020



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

**FYSB** Family & Youth  
Services Bureau

**Adolescent Pregnancy  
Prevention Program**

# Public Strategies

- **High-performing** woman-owned small business
- **Culturally and professionally diverse team**, with headquarters in Oklahoma City and key project staff in the Washington, DC area; Colorado; Ohio; and North Carolina
- **Experts in building strong linkages** between program implementation, research/performance measurement, and public policy
- **Federal contractor experience** for the past 20 years

## SRAE TTA Leadership Team

- **Jerry Regier**  
Project Director / Project Management and Planning
- **Michelle Watson**  
Project Manager
- **Mary Myrick, Kendy Cox, and Beth Clemens**  
Senior Advisors
- **Connie Huber**  
Project Coordinator, Tasks 3 and 8 Lead; Subject Matter Expert
- **Jennifer Nettle**  
Task 4 Lead
- **Kaley Biddy and Mary Anne Mosack**  
Task 5 Topical Trainings Co-Leads
- **Jerry Regier and Mary Anne Mosack**  
Task 6 Annual APP Meeting Sessions Leads
- **Ashley Simons-Rudolph**  
Task 7 Briefings



# Additional TTA Personnel

## Public Strategies

- Azaliah Israel
- Scott Roby
- River Cheater

## Ascend

- Mary Anne Mosack
- Melissa Walther
- Tracey Pike

## Consultants

- As needed

# SRAE TTA Activities

- **2 Topical Trainings**
  - Peer learning approaches and expert engagement
  - First training is virtual
- **Individualized TA**
  - Phone, video-conference, email, written materials, face-to-face
  - TA workshops for two cohorts—new and refunded grantees
  - 35 off-site TA contacts

# SRAE TTA Activities

- **Off-Site TTA**
  - Four series, each including a webinar, tip sheet, and cluster call
  - E-updates
  - Infographics
  - E-learning modules
- **Site Monitoring**
  - Virtual Desk Audits
- **APP Conference Sessions**

# STAY CONNECTED

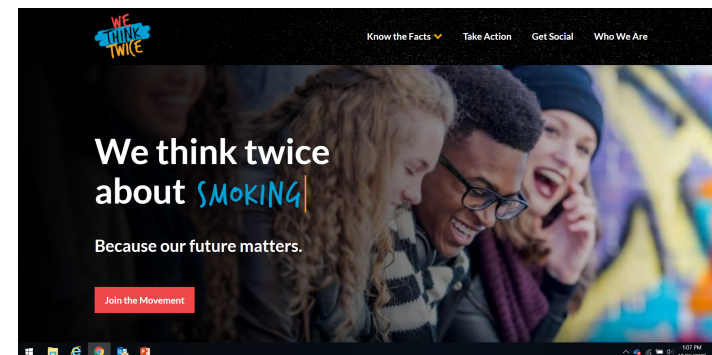
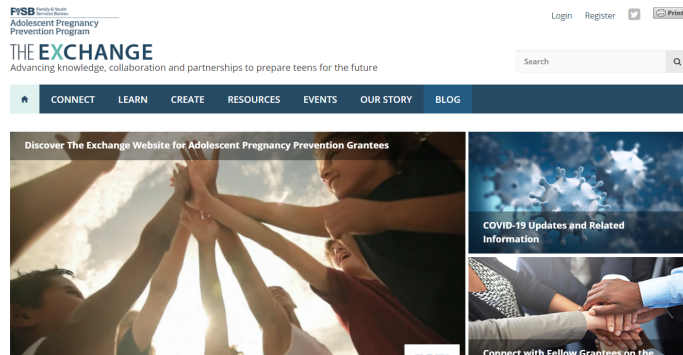
Jerry Regier | 850.545.8489

Michelle Watson | [Michelle.Watson@PublicStrategies.com](mailto:Michelle.Watson@PublicStrategies.com)

[SRAE.TTA@publicstrategies.com](mailto:SRAE.TTA@publicstrategies.com)

# Websites and Resources

**Presenter: Owen Burns**  
**Communications Manager (Contractor)**



## Resource Repository: *The Exchange* Website

**FYSB** Family & Youth Services Bureau  
Adolescent Pregnancy Prevention Program

# THE EXCHANGE

Advancing knowledge, collaboration and partnerships to prepare teens for the future

[Logout](#)
[Account](#)

[CONNECT](#)
[LEARN](#)
[CREATE](#)
[RESOURCES](#)
[EVENTS](#)
[OUR STORY](#)
[BLOG](#)

Discover The Exchange Website for Adolescent Pregnancy Prevention Grantees

**COVID-19 Updates and Related Information**

**Connect with Fellow Grantees on the Comment Wall**

## WHAT'S NEW

**Data Visualization: Simple Design, Impactful Message**

This infographic is designed to

**SRAE: TTA Virtual Topical Training, Sept. 15-17, 2020**

Register for this virtual training that

**Tips for Virtually Engaging Parents and Caregivers**

This tip sheet provides you with

**We think twice about SEX**  
Because our future matters.

**Encourage Youth to Join the Campaign & Visit the Website!**

The new *We Think Twice* website

The Exchange

+

[https://teenpregnancy.acf.hhs.gov/content/studio](#)

CONNECT

LEARN

CREATE

RESOURCES

EVENTS

OUR STORY

BLOG

# The Studio

Home » Create » The Studio

Customize Materials + Promote Your Program = Increase Your Impact

1. Welcome

2. Format

3. Customize

4. Download

Select your format:

☐ Infographic About Your Grant

☐ Infographics on APP Topics

☐ Web Badges

☐ Tip Sheets on APP Topics

Choose a format to continue.

Back

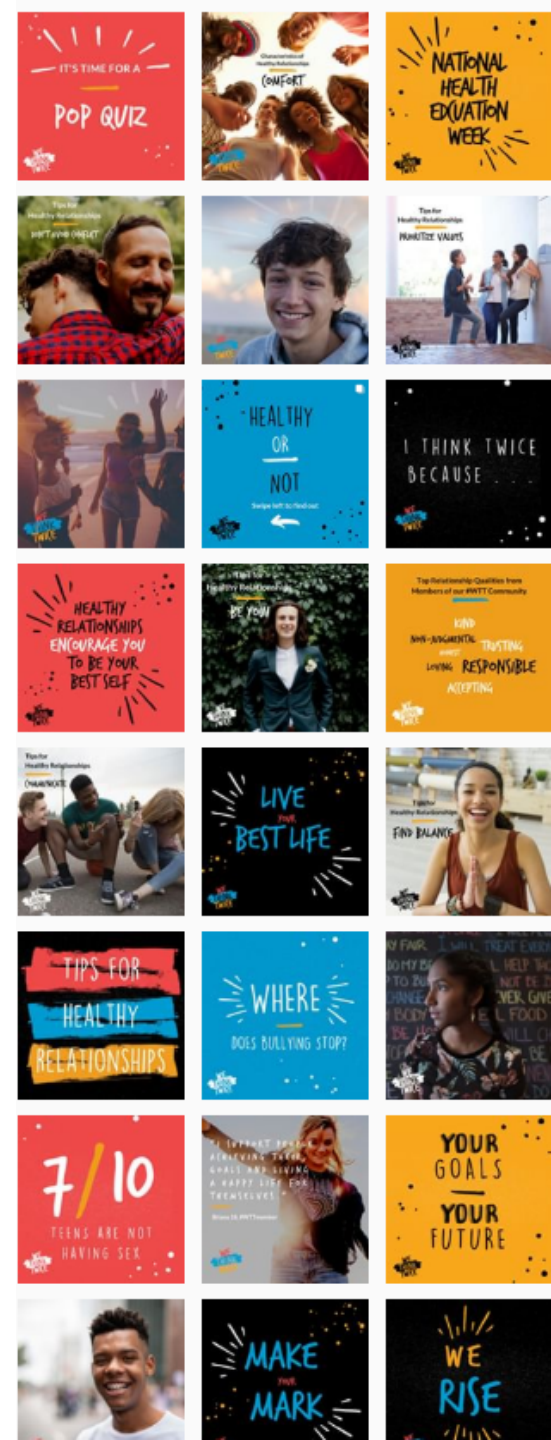






# *We Think Twice*

- A social media campaign designed *with* youth *for* youth
- Shifts perceptions and social norms, and support resistance to negative peer pressure
- Builds teen knowledge and skills to:
  - Form **healthy relationships**
  - Set **goals** for the future
  - Feel **empowered** to make healthy decisions

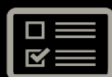




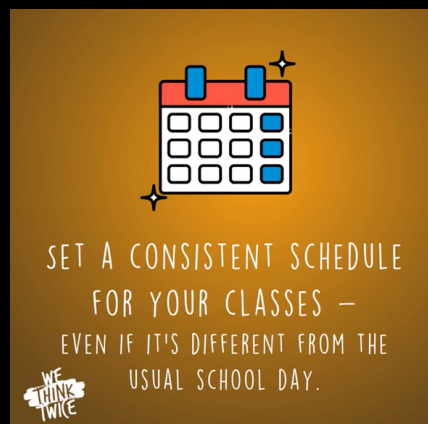
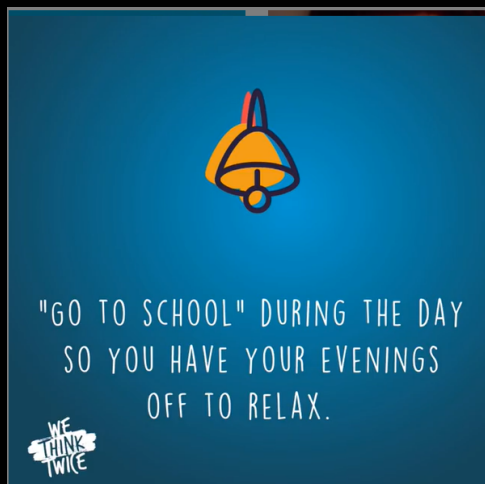
# GETTING INVOLVED IN THE CAMPAIGN



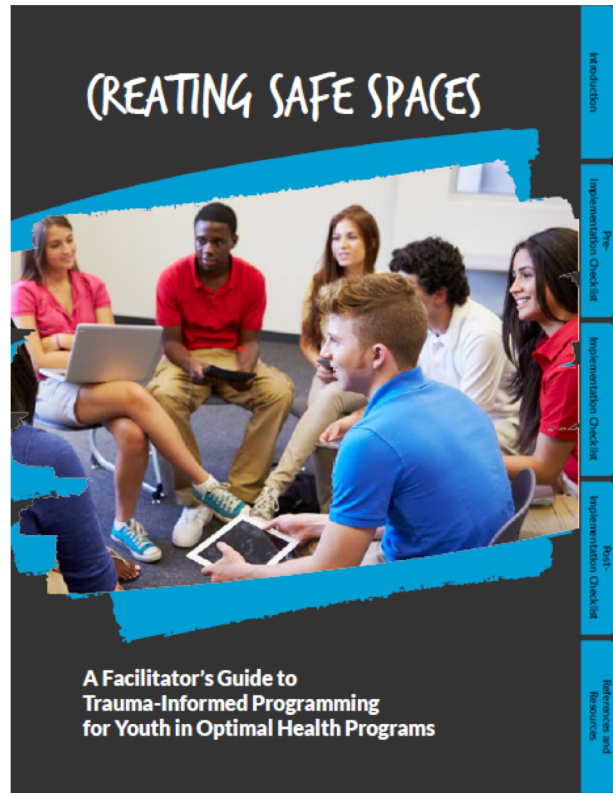
Follow @WeThinkTwice



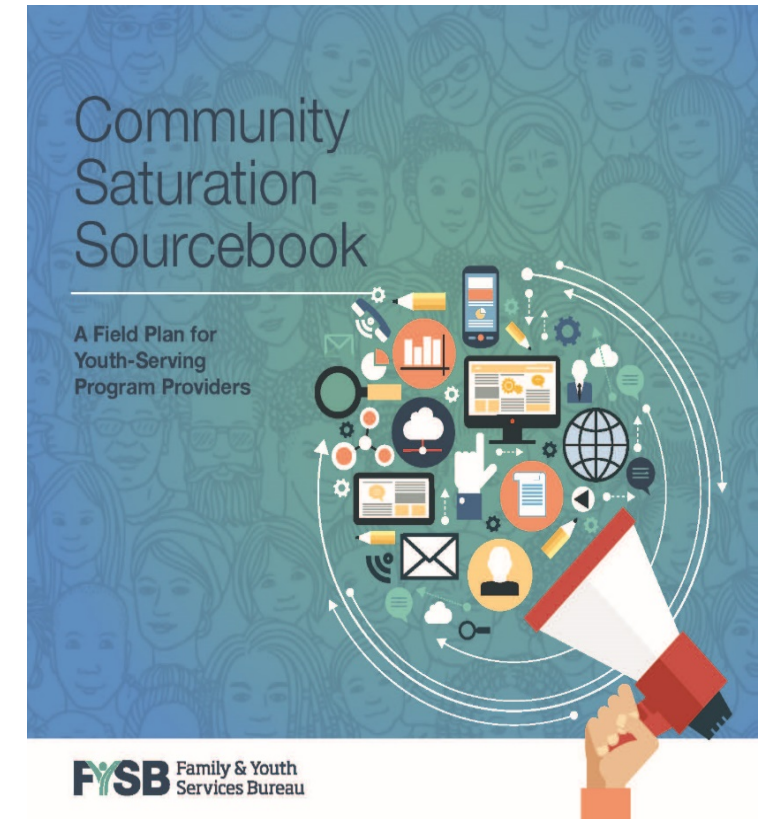
Visit [www.WeThinkTwice.org](http://www.WeThinkTwice.org)



# Other Resources



for Virtually Engaging  
Parents & Caregivers  
During Social Distancing





# HHS-ACF Office of Grants Management (OGM)



## ACF/Office of Grants Management

- **Manolo Salgueiro**  
Grants Management Officer
- **Bernard Morgan,**  
Grants Management Specialist
- **Girma Araya**  
Grants Management Specialist

# OGM Roles & Responsibilities

- Responsible for fiscal management and administration of grant award.
- Ensuring compliance with applicable laws, regulations, policies, and procedures and technical aspects of grants and fiscal monitoring.
- Provide guidance on fiscal requirements related to grant awards, terms and conditions, post-award changes, reporting, and closeout procedures.

# OGM Roles & Responsibilities (Cont'd)

Contact OGM for the following:

- Request amendments to the original grant application, such as changes in key personnel, budget modification, carryover, and no-cost extension
- Obtain clarification of budget issues, particularly allowable costs
- Receive guidance on submitting fiscal reports and other official correspondence

# Grants Policies & Regulations

- HHS Grants Policy Statement  
Provides general terms and conditions for all HHS discretionary grants and cooperative agreements
- 45 CFR Part 75  
Uniform Administrative Requirements, Costs Principles, and Audit Requirements for HHS Awards.
- OMB Circular : 2 CFR Part 200  
Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards.  
<https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html>



# Payment Management Services (PMS)

- Part of the HHS Program Support Center which provides the payment and accounting system for all HHS grants.
- PMS is separate from ACF.
- PMS provides the payment and accounting system for all HHS grants.
- Grantees are responsible for requesting payments and reporting disbursements to the Payment Management System.
- Grantee has to spend funds within 72 hours after requesting drawdown.

# Payment Management Services (Cont'd)

- Requires quarterly reporting via the Payment Management System (PMS)
- Visit PMS website – <https://pms.psc.gov/> for quarterly FFR due dates and find your PMS Accountant contact info for PMS access assistance or any draw down questions.
- PMS phone: 877-614-5533

# Submission of Federal Financial Status Reports



# Federal Financial Reporting (SF425)

- FFR/FSR (SF425) must be completed and submitted through Payment Management System (PMS). This FFR/FSR report is in addition to the quarterly FFR with PMS.
- SF425 is due semi-annually and Annual SF425 is due 90 days after 9/29
- Due 30 days after end of reporting period.
- For project period 9/30/2020 to 9/29/2021
  - 1st Report: **Due 4/30/2021** (covers 9/30/2020 to 3/31/2021)
  - 2nd Report: **Due 10/31/2021** (covers 4/1/2021-9/29/2021)
  - Annual Report: **Due 12/30** (covers the entire budget period)

# SF428 Report

- SF-428 Tangible Property Report (example: equipment and supplies) has three parts: an Annual Report, a Final (Award closeout) Report, and a Disposition Request/Report
- Annual reporting required
- Submit through *Grant Notes* in GrantSolutions

# GrantSolutions

## User Roles

- Only AO and PD roles in GrantSolutions have access to make any requests or upload documents; other roles have “read-only” access
- OGM is responsible for ensuring the AO and PD for grants have access to GrantSolutions [www.grantsolutions.gov](http://www.grantsolutions.gov)
- Grantee control over submission of post-award amendments
- Contact your OGM Grants Management Specialist with questions



# Post-Award Changes Requiring Prior Approval

Change in Scope  
or Objective

Change and/or  
Absence in Key  
Personnel

Transfer of Funds  
Budgeted for  
Participant Support

No Cost Extensions

Significant  
Re-budgeting

Need for  
Additional Funds

# Budget Modifications

- Submit request as an amendment via GrantSolutions
- Required Documents: Cover letter, Revised SF424A, and Revised Budget Line Item/Budget Justification, and other supporting documents.
- Visiting GrantSolutions Training Video for instructions on post-award amendment submission at

<https://home.grantsolutions.gov/home/recipient-training-videos/>

If the federal share of the awarded budget is below \$250,000 AND the cumulative transfer between direct cost categories is below 25% of the total awarded budget prior approval is not required

# Carryover of Unobligated Balances

Unobligated Balances are funds used to complete unfinished activities from the prior year and the costs should have been reflected in the approved budget.

- Carryover balances should be requested as soon as possible after the submission of the annual FSR.
- Must be submitted via an amendment in GrantSolutions.

## Required Documents:

- ✓ Cover Letter, SF424A
- ✓ Line Item Budget/Budget Justification showing carryover amount only
- ✓ Annual FSR (SF425) showing your unobligated balance on line 10H.

# No-Cost Extension

- No-Cost Extensions are requested to complete activities of the grant in the final year of the project period.
- Requests are not approved merely for the purpose of using unobligated balances.
- Requests should be made 45 days prior to the end of the project period and are one-time extensions of the expiration date up to 12 months.
- The no-cost extension does not authorize additional spending or any new activities beyond the purposes consistent with the original award.

## No-Cost Extension (Cont'd.)

- Follow instructions in GrantSolutions for requesting a no-cost extension
- Requests will include:
  - Cover letter – upload
    - ✓ Revised expiration date
    - ✓ Supporting reasons for request
    - ✓ Remaining balance
- All SF-425s and PPRs from previous and current budget periods must be on file

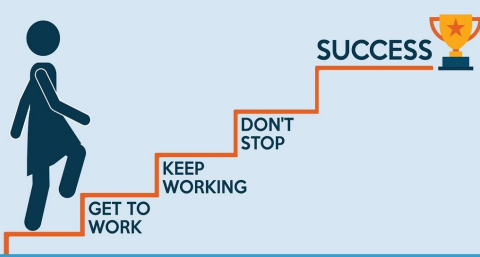
# Grant Closeout (Final Reports Required)

## 45 CFR 75.381 & 2 CFR 200.343

The Federal awarding agency will close out the Federal award when it determines that all applicable administrative actions and all required work for the Federal award have been completed by the non-Federal entity. The Code of Federal Regulations (45 CFR 75.381 & 2 CFR 200.343) specifies the actions the non-Federal entity and the Federal awarding agency must take to complete this process at the end of the period of performance.

- The non-Federal entity must submit, no later than 90 days after the end of the period of performance, all performance, financial and Programmatic reports as required by the terms and conditions of the Federal award. The Federal award agency may approve an extension when requested by the non-Federal entity.
- A non-Federal entity must liquidate all obligations incurred under the Federal award no later than 90 calendar days after the end of the period of performance as specified in the terms and conditions of the Federal award.
- The disposition of Property/Equipment must be treated according to Title 45 Code of Federal Regulations (CFR) Part 75.381(if applicable).





The Secret to Success

## Closing Remarks

**Vernae Martin, Program Manager  
Adolescent Pregnancy Prevention Program**

# Information & Resources

Family & Youth Services Bureau, Adolescent Pregnancy Prevention Program

<https://www.acf.hhs.gov/fysb/programs/adolescent-pregnancy-prevention>

The Exchange Website

<http://teenpregnancy.acf.hhs.gov>

We Think Twice

<https://www.wethinktwice.acf.hhs.gov/>



Family & Youth  
Services Bureau

Adolescent Pregnancy  
Prevention Program

# Questions?



**Please enter your  
questions in the  
Chat Box**